

Picture It v5.2 Windows Quick Reference

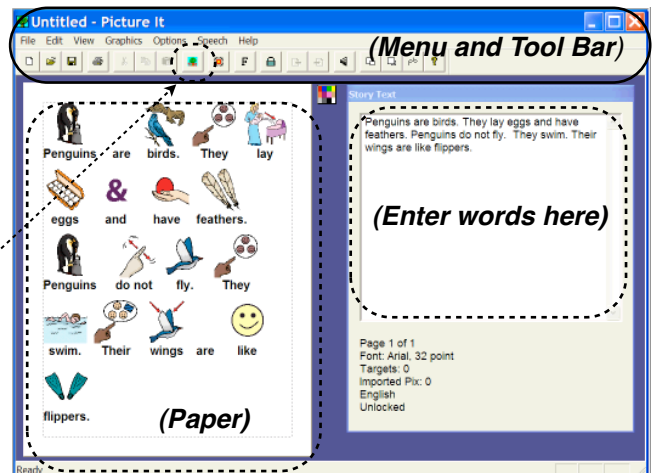


Introduction

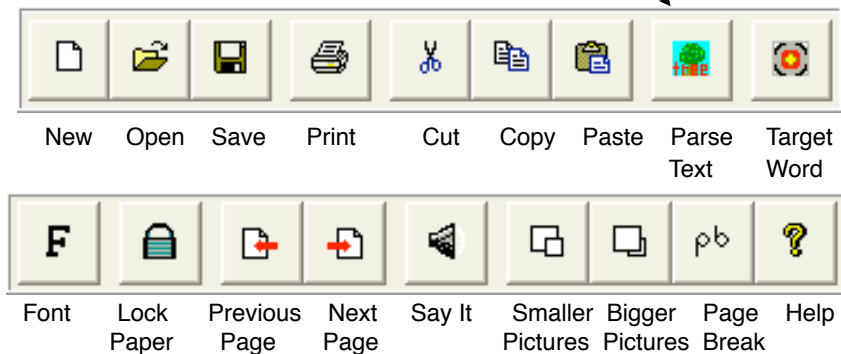
Picture It is *the* Teacher's Companion to make Picture-Assisted Reading™ materials. You will help students develop literacy skills. Your students will be engaged in reading—maybe for the first time.

3 Steps to Create a Picture It Document

1. Enter your words in the Story Text Window.
2. Click the Tree button to add pictures to the text (Parse the text).
3. Save and/or print the document in the File menu.

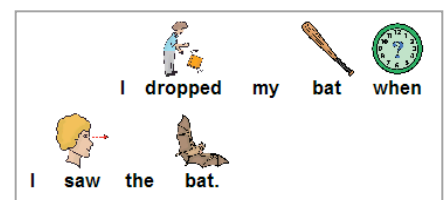
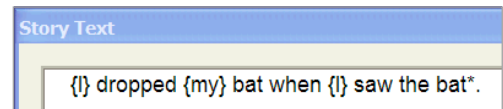


Picture It Tool Bar



Story Text Important Keys and Tips

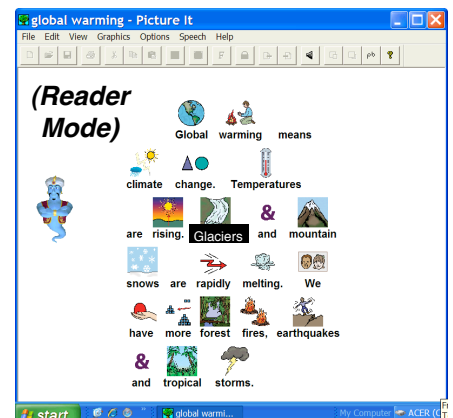
- Indent a paragraph: enter 3 spaces (Space Space Space).
- {} around text for no pictures for that text.
- Put * or @ after a word for a homonym or alternate meaning. Enables you to use multiple meanings in the same document, such as "I dropped my bat (sport equipment) when I saw the bat (the mammal).
- Copy text from another source and paste into the Story Text window.



Read Document on the Computer - 2 Ways

1. Click Paper Window - 3 options:
 - Press space bar to read or pause.
 - Click Say It button in the tool bar.
 - Select Speak All in the Speech menu.
2. Select Reader Mode in the View menu.
 - Press space bar to read or pause.
 - Click arrow keys in tool bar to turn pages or press page up/page down keys on the keyboard.
 - Click any picture or word in Reader Mode to highlight it and hear it.

Note: When you are finished reading, select Edit Mode in the View menu.



Target Words

Target Words - What are they? Any time you want to change a picture/word match, you will target the word used in the document. **Picture It** uses Literacy Support Pictures™ (LSP™) from Slater Software.

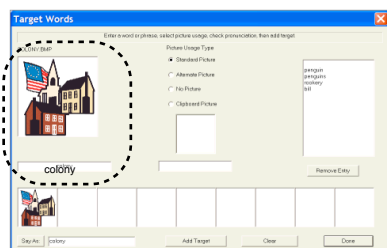
Target Word Basics

1. Click the Target Button in Tool Bar.

2. Enter the Target Word.

Example: colony

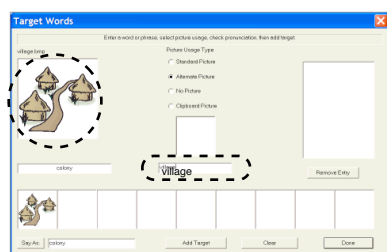
The default picture appears above the target word.



3. Enter the Alternate Word to use another LSP.

Example: village

The alternate picture appears above the target word.



4. Click Add Target.

5. Click Done.

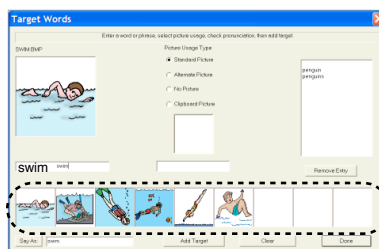
6. Save the file with Save or Save As in the File menu.

Using the LSP Thesaurus

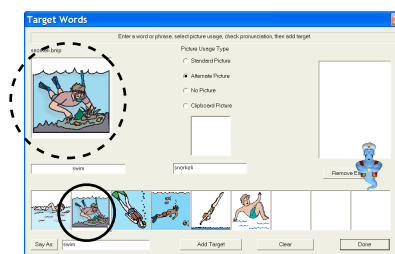
1. Enter a Target Word.

Example: swim

All appropriate LSP automatically appear in the thumbnail boxes.



2. Click any alternate picture to select it.



3. Click Add Target.

4. Click Done when you are finished making Target Words.

Notes:

- You can make several Target Words before you click Done.
- Target Words are saved in the file.

Import a Picture from the Clipboard

1. Find the picture you want to import. Select and copy it. This puts a copy of the picture on the computer's Clipboard.

2. Go to Picture It and click the Target button in the Tool Bar.

3. Enter the Target Word.

Example: penguins

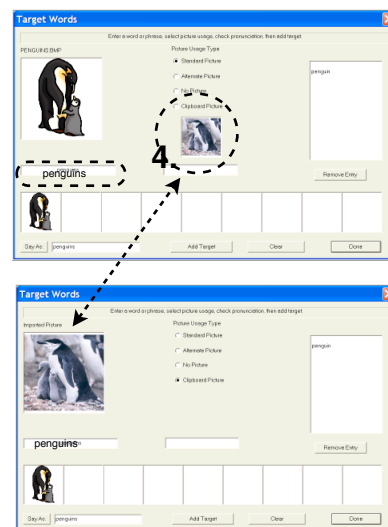
4. Click the Clipboard thumbnail image.

5. The new imported picture will replace the LSP.

6. Click Add Target.

7. Click Done.

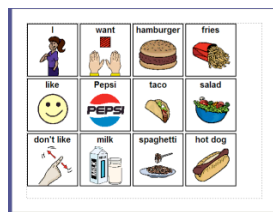
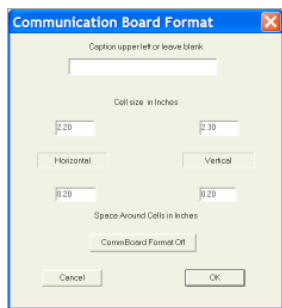
Note: Repeat Steps 1 - 7 for each imported picture.



Communication Boards and Flash Cards

Communication Board Set Up

1. Select CommBoard Format in the Options Menu.
2. Enter Picture/grid sizes. Try 2.30 x 2.30.
3. Enter Space around cells size. Try .2 x .2.
4. Click OK.
5. Type words in the Story Text Window.
6. Click the Tree button in the Tool Bar to make the communication board.



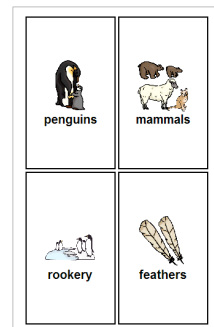
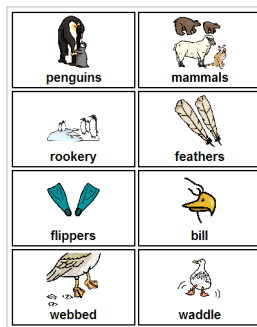
Optional:

1. Select Landscape (horizontal) in the Options menu or in Page Setup in the File menu.
2. Select Pictures above Text in the Graphics menu.

Turn Off CommBd Format

1. Open CommBd Format in the Options menu.
2. Click the "CommBoard Format Off" button.

Flash Card Set Up



1. Select Landscape (horizontal) or Portrait (vertical) in the Options menu for desired page orientation.
2. Select CommBoard Format in the Options Menu.
3. Enter Picture/grid sizes. Try 2.30 x 3.50 for tall; try 4.50 x 2.50 for wide (see images above).
4. Enter Space around cells size. Try .20.
5. Click OK.
6. Enter words in the Story Text Window.
7. Click the Tree button to make the flash cards.

Optional:

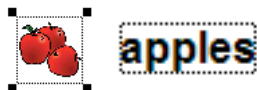
1. Horizontal cards: drag the words to one side and the pictures to the other side of the card.
2. Vertical cards: drag the pictures to the top and the words to the bottom of the cards.

Customizing Page Layouts

It is very easy to move images and words, change the sizes, add color, add PixCards™ and more on the Paper/Document.

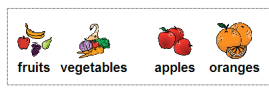
Select a Single Word or Picture

Click a picture or word to select it.



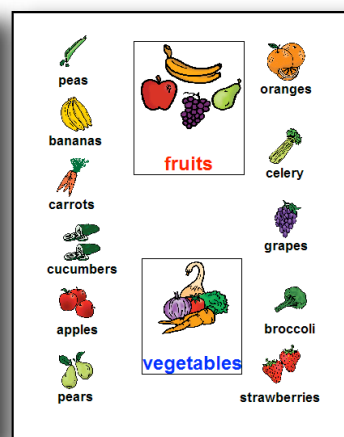
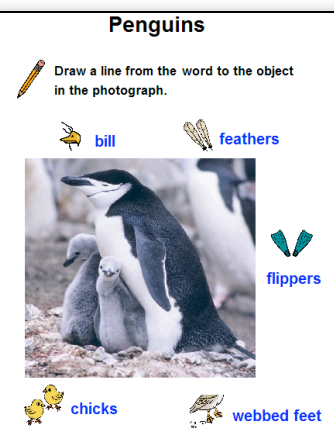
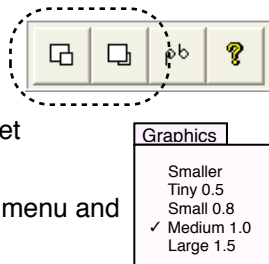
Select Groups of Pictures and/or Words

Click and drag a selection box around the desired items: words and pictures.



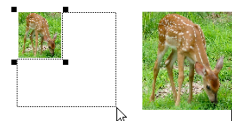
Change Size of ALL Pictures

1. Click the Smaller or Bigger button in the Tool Bar to change all pictures at once. Repeat to get the desired size.
2. Select a size from the Graphics menu and change all pictures at once.



Change Size of SELECTED Pictures

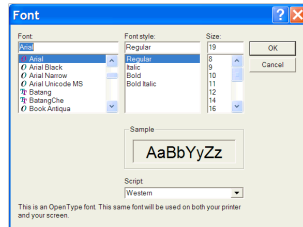
1. Select one or more pictures on the page, then select a size (Tiny - Huge) from the Graphics menu.
2. Click to select a picture, then drag a corner of the selection box to resize the picture.



Customizing Page Layouts

Change Size of Words - 2 Ways

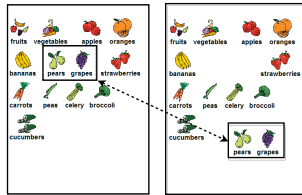
1. Click the Font button and select desired font size and change all words at once.
2. Select desired word or words then select Font button to change specific words.



Note: Do this to change the Font and style options, too.

Move Words and Pictures

1. Click to select or draw a box around items.
2. Drag to place anywhere on the page.



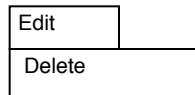
Change Color of Words

Click a word or select several words, then click the desired color in palette.



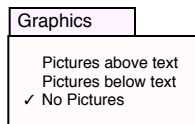
Delete Words or Pictures

1. Select the desired word, words, picture or pictures.
2. Select Delete in the Edit menu.



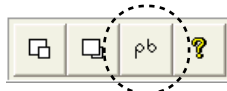
No Pictures for text - 3 Ways

1. Select one or more pictures, then select No Pictures in the Graphics menu.
2. Put { } around a word in the Story Text window.
3. Target the word and select No Picture in the Target Word window. (See Target Word Section.)

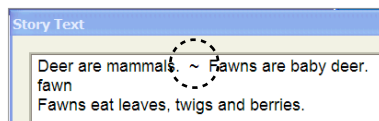


Page Break

When you are entering text in the Story Text Window, Click the Page Break button in the Tool Bar to insert a Page Break.



Picture It automatically adds a space before and after the ~ (space ~ space).

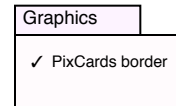
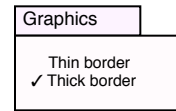


Start typing immediately after the last space so that the next word starts the first line of the new page.

Use Page Breaks to make picture books or to break up a longer document.

Add Borders

1. Select Thin or Thick border for a border around all the images in the document.
2. Select **PixCards™** border for a border around each picture/word in the document.
3. Select one or more pictures. Then select Thin, Thick or PixCards border.



twigs

thin



berries

thick



fawns

PixCard

Color Borders

- A. Select one or more pictures, then select a border in the Graphics menu.
- B. Click a color in the color palette.



children



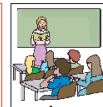
group



adults



people



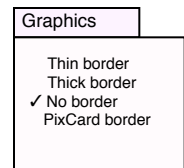
class



parents

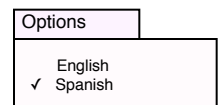
Remove Borders

- A. Select No Border in the Graphics menu to remove all borders.
- B. Select one or more pictures, then select No Border to remove borders.



Spanish Language

Options menu: Select Spanish. Enter Spanish words in the Story Text Window.



Notes:

- Edit words and text in the Story Text Window.
- Make all changes to the text, Target Words, Communication Board Format and all global picture and font changes, **before** moving pictures and words on the Paper.